

Module 7

Employee Training and Development Using DCPDS

Module Overview

Purpose



This Module Overview introduces you to HR-Training Administration. You will access only one application to administer Employee Training and Development: Oracle Human Resources (HR) for employee information.

Note: This module is available for Nonappropriated Fund (NAF), National Guard Bureau (NGB), and Local National (LN) personnel.

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Module Overview, Continued

Assumptions In order to use HR-Training, you should have a basic understanding of:

- Oracle HR (People) Application
- Federal Laws and regulations relating to training
- DoD training policy, regulations, and processes
- The OPM Training Policy Handbook
- Requirements of your Component's training policy

Audience

This module is written for	And contains information for
HR-Training users	<ul style="list-style-type: none"> • Employees • Training Administrators and Personnelists • Training Resource Managers • Managers/Supervisors • Training Monitors/Coordinators • Personnel Generalists • System Administrators

HR -Training You will be using Oracle HR to access the Special Information Type (SIT) such as Completed and Required Training, and Education on the Navigation List.

Roles and Responsibilities Defined roles and responsibilities are determined by each Component. HR-Training allows employees, managers/supervisors, training monitors and coordinators, and personnelists/administrators to request and process training. The roles and responsibilities within the training cycle may be performed by a number of people as determined by each Component, such as the Training Administrator within the HR office, or the organizational Training Monitor/Coordinator.

Definitions The following definitions show the standard roles for each responsibility. Components can customize these roles as necessary.

Role	Responsibility
HR-Training Personnelist	Complete access to all training processes and reports. Can be limited to specific functions or organizations depending on Component/local decision. (This is typically the personnelist/trainer in the HR training office.)

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Module Overview, Continued

Definitions (continued)

Role	Responsibility
HR-Training Administrator	Complete access to all training processes and reports. Change the roles and responsibilities of users for HR-Training functions. (In addition to all HR-Training Personnelist responsibilities, this person will also have the ability to handle some systems administration work associated with HR-Training.)
HR-Training Manager or Supervisor	Complete access to all records and reports for their assigned employees. Capability of completing the Training Request Forms, and printing DD Form 1556. Also, allows access to Completed Training and Required Training areas in HR for assigned organization. Components may determine further restrictions as necessary. This role should also include military supervisors of civilian employees.
HR-Training Organization Training Monitor	Access to training records and reports for their assigned organization. Capability of completing the Training Request Forms, and Printing DD Form 1556. Also, allows access to Completed Training and Required Training areas in HR for assigned organization. Components may determine further restrictions as necessary. This is the person in each organization who is responsible for handling and monitoring training.
Organization Training Coordinator	Access to training records and reports for their assigned unit within the organization. Capability of completing the Training Request Forms, and Printing DD Forms 1556. Also, allows access to Completed Training and Required Training areas in HR for assigned organization. Components may determine further restrictions as necessary.
HR-Training Employee	Access to their own training records, including Completed Training and Required Training. Capability to complete the Training Request Form. This role is not available unless the employee has a User Id and Password which gives access to an Inbox.
HR-Training Fiscal Officer	Access to all cost information on individual, group, and total training costs. (This could be a resource manager in the organization or an individual in the accounting and finance office. More than one person could have this role). Does not have access to employee records.

Module Overview, Continued

Roles and Responsibilities Screen Access

(Employee not included at this time)

HR-Training Responsibility/Role	CIVDOD – HR Trng Coord	CIVDOD – HR Trng Mngr/Supv	CIVDOD – HR Org Trng Monitor	CIVDOD – HR Trng Fiscal Offcr	CIVDOD – HR Trng Personnelist	CIVDOD – HR Trng Adm
<u>HR-Training Menu Option</u>						
Training Requests	X	X	X	X	X	X
Training Request History Details	X	X	X	X	X	X
Training Mass Process					X	X
Reports						
Manager Training Budget Report	X	X	X	X	X	X
Training Request Form (DD1556)	X	X	X	X	X	X
Budget Cost Breakdown Report	X			X	X	X
Individual Development Plan (IDP)	X	X			X	X
Civilian In Box	X	X	X	X	X	X
ORACLE HR Menu Option						
SIT - People/Completed Training	X	Assigned Emps	Assigned Org		X	X
SIT - People/Required Training	X	Assigned Emps	Assigned Org		X	X
SIT - People/Education	X	Assigned Emps	Assigned Org		X	X
SIT - View/Lists/Employees by SIT	X					
Completed Training	X	Assigned Emps	Assigned Org		X	X
Required Training	X	Assigned Emps	Assigned Org		X	X
Xtra Info - People/Training Program Req	X	Assigned Emps	Assigned Org		X	X
Federal Maintenance Forms						
- Routing Groups and Groupboxes						X
- Routing Lists						X

Continued on next page

Module Overview, Continued

Illustration The **Responsibilities** Window:



External User Users who are not currently part of the Oracle database (e.g., military, contractors) can be given access to Oracle HR to primarily perform supervisory duties. They can initiate a Training Request Form (TFR); and other tasks. These users are defined as “External Users.” Contact your Training Administrator or System Administrator to set up External Users or see Module 4, Chapter 2, Building External Users.

HR-Training Secure User Views You must be assigned an HR-Training Secure User View by your System Administrator before you can see employee records based on the organization(s) you service or the position hierarchy. Additionally, you must have an HR-Training Secure User View to process HR-Training actions in your Civilian Inbox, initiate a Training Request Form, or request Training Reports.

Owned vs. Serviced Rule If you service personnel belonging to another agency, the rules of the owning agency will apply to recording Completed Training.

♥ **Example:** If Navy services an Air Force employee, Air Force rules will apply.

Module Overview, Continued

Education Information

Employee education data may be accessed to check for course prerequisites, tuition assistance, and for other reasons. To access Education data for an employee:

Navigation Path > *SIT* > *Open*. The **Find Person** window opens. Query for the employee and the **People** window opens. Click **Special Information**. The **Special Information** window opens. Scroll to *Education* and click the *Details* data field for specific information (or click [F11], type *Education*, and click [CTRL +F11]). Note: If the Information Exists Checkbox is not checked, then no data is stored in the Descriptive Flexfield.

Completed Training and Required Training are also found under **Special Information**.



Note: Managers/Supervisors, Training Coordinators, and Training Monitors have “read only” access to employee education.

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Module Overview, Continued

Training Program Requirements

Training Program Requirements (e.g., Supervisory Course Completed, Special Program Identifier, Date Training Obligation Expires, and other programs) are found under **Extra Information**. To access this data for an employee:

Navigation List > *People* > *Enter and Maintain* > **Open**. The *Find Person* window opens where you can query for the employee. When selected record appears, click **Extra Information**. Scroll to **Training Program Requirements** or query for it and click the **Details** data field for specific information. If you are logged in under a HR-Training responsibility, *Training Program Requirements* will be the only DDF to appear.

The screenshot shows the 'People:Extra Person Information' window. The left pane has a tree view with 'Training Program Requirements' selected. The right pane displays a list of fields with corresponding data values:

Field	Value
Supervisory Course Completed	---
Special Program Identifier	
Degree Program Level	
Instructional Program	
Target Occ Series	
Date Journeymen Elig(NV)	
Entry Step Apprentice(AF)	
Lifeboat Certification(NV)	
Dt Nucl/Biomed/Chem Completed	
Coop Funding Source	

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Module Overview, Continued

Continued Service Agreement

The Continued Service Agreement (CSA) is generated along with the DD Form 1556 when printed. Follow your Component's policy for completion. The date the CSA expires is entered in the People Record > **Extra Information** > *US Federal Person Service Obligation*. Scroll to **Training Program Requirements** or query for it and click the **Details** data field for specific information. If you are logged in under a HR-Training responsibility the *US Federal Person Service Obligation* will appear. Select the Training Received (01) code from the LOV then enter the Service Obligation Start and End dates.

The screenshot shows the Oracle HR system interface. At the top, there's a window titled 'People' with a sub-window 'OTA_PEOPLE_EXTRA_INFO(York, Test3)'. Below this, there's a 'Type' dropdown menu with 'Training Program Requirements' selected. Underneath, there's a section for 'Extra Person Information' with fields for 'Service Obligation Type Code', 'Service Obligation Start Date', and 'Service Obligation End Date'. A 'Service Obligation Type Code' lookup window is open, showing a list of codes and descriptions. The code '01' is selected, corresponding to 'Training received (01)'. The other codes are '02' (Student loan repayment (02)), '03' (Paid move (03)), '04' (Relocation or Recruitment Incentive (04)), and '05' (Sabbatical (05)). The lookup window has 'Find 0%' at the top and 'Find', 'OK', and 'Cancel' buttons at the bottom.

Tracking Degree Training Courses

See Chapter 4, Tracking Degree Program Training Courses, in this module for details.

HR-Training Workflow

The sequence from the initial request to the HR-Training Administrator:

- Completion of the Training Request Form
 - ⇒ Routed for approvals
 - ⇒ TRF used as a contract with vendor (i.e., to document costs, training location information and as a 'ticket' to attend a class.)
 - ⇒ Only completed data is recorded in the employee record
 - ⇒ Printed copy can be offered for the employee

HR-Training

You will access one application to administer Employee Training and Development which is Oracle Human Resources (HR) for employee information.

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Module Overview, Continued

HR-Training Definitions

Term	Definition
Completed Training	Training completed either on or off-duty.
Continued Service Agreement (CSA)	An employee selected for training agrees in writing <i>before</i> assignment to training to continue in federal service based on OPM and component policy.
Direct Cost	Tuition and fees directly supporting training.
External Users	Supervisory personnel outside the database that may need to access their employee's records.
Extra Information	Categories of information that reside on the People record such as Special Training Requirements. Only one entry per category can be input, such as TSP vs. a SIT where multiples can be input.
Indirect Cost	Travel costs to include travel and per diem.
Individual Development Plan (IDP)	Completed Training information extracted from employee's record.
Method	Training received through a Seminar, Classroom, Multi-media, or other means.
Notifications	Notices in the Civilian Inbox that describes the nature of the actions (e.g., training request awaiting approval).
Reports	Standard reports, extracting the DD Form 1556, the Training Request Form, and Ad Hoc Reports.
Required Training	Mandated by law, Executive Order, DoD, Component, installation, etc., stores this data in a separate area for reference.
Responsibility	Each responsibility lets you access a specific set of forms, menus, reports, and data to fulfill your business role. Several users can share a responsibility, and a single user can have multiple responsibilities.
Special Information Types (SIT)	Categories of personal information that reside on the People record of Oracle HR such as Completed or Required Training, and Education where multiple occurrences can be stored.

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Module Overview, Continued

HR-Training Definitions (continued)

Term	Definition
Training Request Form (TRF)	Used to request training and forward through Civilian Inbox to approving offices. It contains part of the information that system-generates a DD Form 1556, from the employee's record.
Training Source	Government, College/University, Other DoD, etc.
Type	A five-digit code used by Army, Navy, Air Force and NSPS for delineating their training types.

Stages of the Training Cycle

Using HR-Training, the main stages in the training cycle are as follows:

Stage	Description	Application
1	Identify Training Needs – Nominate students and request training.	Completed Training and Required Training (Special Information Type)
2	Approve Training – To be conducted by approving Training Request Forms (TRF). <ul style="list-style-type: none"> Send TRFs through appropriate levels. You must know who you are to send the request to as there is no specific routing list. 	HR-Training
3	Manage Training - Manage enrollments, cancellations, attendance and completions: <ul style="list-style-type: none"> Handle enrollments through stages: <ul style="list-style-type: none"> Nominations Waiting Lists Confirmations Cancellations Standard letters as required Actual expenses tracked Completed training recorded in the employee record. 	Components Choice of Software Oracle HR – People (Special Information Type)

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Module Overview, Continued

OPM Course Training Type Codes

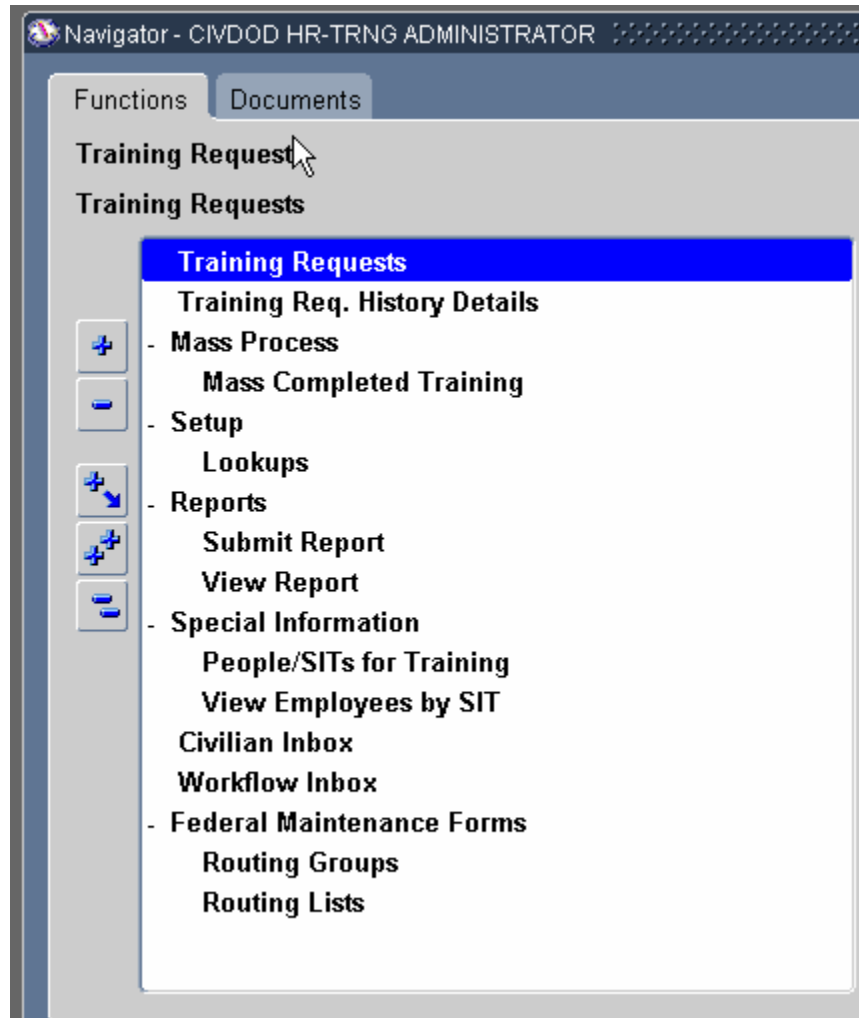
OPM Course Training Type Codes with expanded functional codes will be used in the Completed Training.

Type	Definition
1-A	Executive
1-B	Management
2-C	Supervisory
2-W	Recurring
3-E	Legal
3-F	Medical
3-G	Scientific
3-H	Engineering
3-I	Other Professional
4-J	Administration and Analysis (Public/Business Administration, Personnel Training, EEO, Logistics, Finance, Systems Analysis, Policy, Program or Management Analysis, or Planning)
5-D	Spec/Tech (Acquisition)
5-N	Spec/Tech (Human Resources, Safety, History, Community Planning)
5-O	Spec/Tech (Accounting, Financial Management, Computer Operations/Sciences, Agriculture, Radio Operations, Navigation.)
5-P	Spec/Tech (Tech Writing, Librarian, Pavement Maintenance, Project Management)
5-Q	Spec/Tech (Supply, Procurement, Transportation, Inventory Management, Vehicle, TQM)
6-K	Clerical
7-R	Trades/Crafts (Electrical, Digital)
7-S	Trades/Crafts (Aircraft, Auto, Elevator, Hydraulics, Ship, Mechanics, Locksmithing, Equipment)
7-T	Trades/Crafts (Photography, X-Ray, radiology)
8-L	Orientation
9-M	Adult Education

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Module Overview, Continued

Navigation List The following HR-Training functions will not be available to all users. Functions are available based on assigned responsibilities as assigned by each component.



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Module Overview, Continued

Training Request Form

The **Training Request Form (TRF)** is a simplified method used to request training through HR-Training. Employees, supervisors, training monitors, or training managers can complete the one-page window. By clicking the List Of Values (LOV) (the '...' ellipsis at the end of the field) you can select basic employee data by choosing a name from the list. Select the employee and the Organization, Title, Plan/Series/Step/Grade, SSAN, Office Phone, Handicapped, and Type of Appt fields will auto-populate. The Course Code, Title, Source, Location, and Priority are free text form. When the form is completed, it can be forwarded electronically to the next approving level. For more information, see Chapter 1, Requesting Training, in this module.



Note: A completed DD Form 1556 can be printed after each stage of the TRF is completed.

Illustration

The Training Request Form:

DD Form 1556 SF 182

The DD Form 1556/SF182 can be the method for requesting training.

- It is an output form that can be printed when needed for written or official documentation.
- The DD Form 1556/SF182 may be viewed and printed at each level in the approval process but will print only those portions that have been completed up to that point.

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Module Overview, Continued

DD Form 1556

REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT									
A. Agency code and submission, and submitting office number (50-100-100)		B. Approved document number (Optional: Office P#, DocType code/ Serial number)		C. Request Status or Previous Code (X one)		D. Amendment No.			
				<input checked="" type="checkbox"/> (1) Initial <input type="checkbox"/> (2) Revision <input type="checkbox"/> (3) Continuation					
Section A - TRAINEE / APPLICANT INFORMATION									
1. Name (Last, First, Middle Initial) RANERI, PAMELA J.		2. M/S Office or Location RANERI		3. Grade / Class / Number		4. Job level		5. Continuation Period (in Years / Months)	
6. Home Address (Street, City, State, and ZIP Code) (optional)		7. Phone Number (Include area code)		8. Position Title CONTRACT OVERSIGHT SPECIALIST					
		a. Home b. Office		9. Position Level (X one)		10. Pay Plan / Series / Grade / Step (Plan / MOG / AFSC / Pay Plan Designation) GS-0301-09/09			
11. Organization Name AF RESEARCH LAB		12. AF MEBI MF66R01		13. Organization SIC EQUIMERS		14. Are you hands-on? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		15. Other (Specify)	
16. Organization Mailing Address (Include ZIP) Edwards AFB Kern		17. (1) Component (2) Activity (3) Subactivity		18. Supervisor a. Name b. Title c. Signature d. Date		19. Approval 1A		20. No. of non-employment training days	
Section B - TRAINING COURSE DATA									
17. Course Title Jan's Test									
18. Training Objectives (Benefits to be derived by the Government)						19. Recommended Training Source, School or Facility a. Name b. Address (Include Zip)			
20. Course Code a. Purpose b. Type c. Source d. Grade / Initial e. Training Vendor						f. Security Clearance g. Alternative Status h. Priority i. Training Level j. Method of Training k. Training Program l. Reason for Selection m. Training Period (Y/M/D) n. Start o. Complete p. Location of Training (if other than 19b) q. Course hours (4 digits) r. Course title s. City t. Non-City u. Total v. State w. Country x. Other (Specify)			
Section C - COST INFORMATION (Costs incurred and billed are not to exceed amount in item 30.)									
21. If training does not involve expenditure of funds other than salary, pay or compensation, skip the remainder of questions in Section C and X this box.									
22. Direct Cost a. Teller Code b. Books, materials, other costs c. Total direct costs d. Funding source		23. Indirect Costs (For information only) a. Travel cost b. Per diem / other costs c. Total indirect costs d. Letter Code		24. Accounting Classification		25. Signature of Fiscal Officer (For use in item 30)		26. Total of Direct and Indirect Costs	
Section D - APPROVAL / CONCURRENCE / CERTIFICATION									
27. SUPERVISOR: I certify training is job related and necessary for a supervisor. (If not, attach reason.) a. Typed Name (Last, First, Middle Initial) Inman, Judith A b. Phone number (Include area code) c. Signature & Title d. Date 21 FEB 2001					28. Training Officer: I certify this training meets regulatory requirements. a. Typed Name (Last, First, Middle Initial) b. Phone number (Include area code) c. Signature & Title d. Date				
29. Approval / Concurrence (To be completed by authorized official) a. Author (Name) b. Typed Name (Last, First, Middle Initial) c. Phone number (Include area code) d. Signature and Title e. Date					30. Course Acceptance (To be completed by authorized official) a. Accepted b. Not Accepted c. Signature of Official d. Date				
31. Course Completion (To be completed by authorized official) a. If course was not completed, X this box, item 32, and attach explanation. b. Actual Completion Date (Y/M/D) c. Grade d. Signature & Title e. Date					32. Course Completion (To be completed by authorized official) a. If course was not completed, X this box, item 31, and attach explanation. b. Actual Completion Date (Y/M/D) c. Grade d. Signature & Title e. Date				
33. Billing instructions (Identify discount terms) Provide original invoice and 3 copies to: % days									
34. Certifying Government Official a. I certify that this account is correct and proper for payment in the amount of: b. Signature c. Date Signed d. POC Number e. Check Number f. Vendor Number									

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Module Overview, Continued

SF Form 182

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REQUEST, AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING				A. Agency code, agency subelement and training office number (Example--00-00-0000)		B. OFFICE USE ONLY																									
				RE-EOP1-4231		C. Request Status (Mark (X) one)																									
						<input type="checkbox"/> New or Reassignment <input type="checkbox"/> Continuation <input type="checkbox"/> Extension																									
Section A - TRAINEE INFORMATION																															
1. Applicant's name (Last, First, Middle Initial) ABRAMS, ANDREW		2. Social Security Number ABRAM		3. Date of birth (Year and month) 6/9/03 (Example-- last January 14, it shown as 430)																											
4. Home Address (Number, Street, City, State, ZIP Code)		5. Home telephone Area code Number Extension		6. Position Level (Mark (X) one only) <input checked="" type="checkbox"/> a. Non-Supervisory <input type="checkbox"/> b. Supervisory <input type="checkbox"/> c. Manager of Employees																											
7. Organization mailing address (Branch-Outside Office of the security Agency) Washington District Of Columbia DC 20000		8. Office telephone Area code Number Extension		9. Continuous civilian service Years Months 6 6:35		10. Number of prior non-government jobs																									
11a. Position Title/function PROGRAM EXAMINER		11b. Applicant handicapped or disabled (See instructions)		12. Pay Plan/Grade/Step GS-0301-14/02		13. Type of appointment 1A																									
14. Education level																															
Section B - TRAINING COURSE DATA																															
15a. Name and mailing address of training vendor (No., st, apt, city, State, ZIP code) San Antonio Holidays 600 Commerce St San Antonio TX 78140				15b. Location of training site (If same, mark box) Riverwalk Marriott																											
16. One title and training objectives (Benefits to be derived by the Government) Jan's Giggles Test PR7974																															
17. Catalog/Course No. 1234		18. Training period (5 digits) Year Month Day a. Start 2002 OCT 2 b. Complete 2002 OCT 11 c. TOTAL		19. No. of course hours (4 digits) a. During duty b. Non-duty c. TOTAL		20. Training codes (See instructions) a. Purpose b. Type c. Source d. Special Interest																									
AGENCY USE ONLY																															
Section C - ESTIMATED COSTS AND BILLING INFORMATION				Section D - APPROVALS																											
21. Direct costs and appropriate fund chargeable				25a. Immediate supervisor-Name and title Inman, Judith A Area code/Tel. No./Extension																											
<table border="1"> <thead> <tr> <th>Item</th> <th>Amount</th> <th>Office</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>a. Tuition</td> <td>234</td> <td>00</td> <td></td> </tr> <tr> <td>b. Books or materials</td> <td>123</td> <td>00</td> <td></td> </tr> <tr> <td>c. Other (Specify)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>d. (Enter 4 digits in dollar column)</td> <td>357</td> <td>00</td> <td></td> </tr> <tr> <td colspan="2">TOTAL</td> <td></td> <td></td> </tr> </tbody> </table>				Item	Amount	Office	Cost	a. Tuition	234	00		b. Books or materials	123	00		c. Other (Specify)				d. (Enter 4 digits in dollar column)	357	00		TOTAL				b. Signature Date 30 SEP 2002 25b. Second-line supervisor-Name and title David Robinson Area code/Tel. No./Extension 210.652.6500 c. Signature Date 01 OCT 2002			
Item	Amount	Office	Cost																												
a. Tuition	234	00																													
b. Books or materials	123	00																													
c. Other (Specify)																															
d. (Enter 4 digits in dollar column)	357	00																													
TOTAL																															
22. Indirect costs and appropriate fund chargeable				25c. Training officer-Name and title Area code/Tel. No./Extension																											
<table border="1"> <thead> <tr> <th>Item</th> <th>Amount</th> <th>Office</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>a. Travel</td> <td>555</td> <td></td> <td></td> </tr> <tr> <td>b. Per diem</td> <td>666</td> <td></td> <td></td> </tr> <tr> <td>c. Other (Specify)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>d. (Enter 4 digits in dollar column)</td> <td>1221</td> <td></td> <td></td> </tr> <tr> <td colspan="2">TOTAL</td> <td></td> <td></td> </tr> </tbody> </table>				Item	Amount	Office	Cost	a. Travel	555			b. Per diem	666			c. Other (Specify)				d. (Enter 4 digits in dollar column)	1221			TOTAL				b. Signature Date Section E - APPROVAL/CONCURRENCE 25d. Authorizing official-Name and title Inman, Judith A Area code/Tel. No./Extension c. Signature Approved Date 30 SEP 2002 Checked by			
Item	Amount	Office	Cost																												
a. Travel	555																														
b. Per diem	666																														
c. Other (Specify)																															
d. (Enter 4 digits in dollar column)	1221																														
TOTAL																															
23. Document/Purchase Order/Supply Item No. TX2235-13				Section F - CERTIFICATION OF TRAINING COMPLETION																											
24. 6-Digit station symbol 0000RF				25e. Certifying official-Name and title Area code/Tel. No./Extension																											
25. BILLING INSTRUCTIONS (For data invoice to): opms--amd 555 E Street West Universal City TX 78150 Donna Donna				b. Signature Date																											
TRAINING FACILITY Bills should be sent to office indicated in item 25. Please refer to number given in item 23 to assure prompt																															

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Module Overview, Continued

Individual Development Plan (IDP)

The **IDP** information can be extracted from the **Completed Training** data fields in Oracle HR (People>Special Information) using your Component's query tools.

Workflow Inbox

HR-Training uses the Workflow Inbox to display notifications initiated by you or routed to you.

- Training Request Forms and other actions are stored and routed through the Workflow Inbox for approval or required follow-on action.
- See Chapter 1, Requesting Training, Accessing the Workflow Inbox, in this module and Module 1, Fundamentals of the DCPDS, Chapter 7, Folders.



Note: Separate folders can be established for HR-Training actions versus Request for Personnel Actions (RPAs). However, to process a Training Request, you must be in a role with HR-Training responsibility.

Illustration

A Work Flow Inbox window:

Select one or more notifications from the list and Open or Reassign them using the appropriate buttons. You may also click on the notification subject to open a particular notification.

Worklist

View:

Select From	Type	Subject	Sent	Due
<input type="checkbox"/>	Federal HR - Personnel Action	RPA : Cancellation - Reg# 02DEC000NEWSQT000215	09-Apr-2003	
<input type="checkbox"/>	Federal HR - Personnel Action	RPA : Change in Data Element - Reg# 03MAR000NEWSQT0005517	19-Mar-2003	
<input type="checkbox"/>	Federal HR - Personnel Action	RPA : Correction - Reg#	17-Jun-2003	
<input type="checkbox"/>	Federal HR - Personnel Action	RPA : Promotion - Reg# 03JUN000NEWSQT010636	12-Jun-2003	

Select Subject From Sent Type Status Due

No data exists.

Advanced Search

☒ Show table data when all conditions are met.
☐ Show table data when any condition is met.

Subject:
 From:
 Message Attribute:
 Sent:

Reports and Career Briefs

All training-related career briefs and reports are available through Processes and Reports. Additionally, managers and training coordinators may access specific budget reports on their employees. The Civilian Servicing Unit (CSU) can also be accessed to retrieve Employee Training History and career briefs on Education, Acquisition, and others.

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Module Overview, Continued

Navigation List The **Navigation List** with Associated Windows and Topics:

Navigation List	Associated Window(s)	Procedure Steps by Topic
Training Requests	Training Requests	Completing the Training Request Form
Training Req: History Details	Training Request - Routing History	Training Request Form Routing History
Mass Process		
Mass Completed Training	Mass Completed Training	Uploading training completions in a mass process from a spreadsheet
Setup		
Lookups	Application Utilities Lookups	Lookup capability of attached tables
Reports		
Submit Report	Submit Requests	Printing a DD Form 1556 or SF182 Printing a Student Course Eval
View Report	Completed Requests	Viewing Reports and Forms
SIT Completed/Required Training		
People/SITS for Training	Find Person People	Updating Required Training in HR Retrieving and Updating Completed Training
View Employees by SIT	Select criteria from SIT	View list of employees
Workflow Inbox	Notifications Summary	Processing training actions in the Civilian Inbox
Federal Maintenance Forms		
Routing Groups		Special Training Programs
Routing Lists		List of associated routing personnel